



Michigan Department of Environmental Quality
<http://www.michigan.gov/deq>

2007
Michigan Household Hazardous Waste (HHW)
Grant Program

Request for Proposal (RFP)

February 15, 2007 – March 30, 2007

Jennifer M. Granholm, Governor



Steven E. Chester, Director

2007 Michigan Household Hazardous Waste Grant Program Introduction

Grant Description

A total of \$50,000 in funding is available through the Michigan Household Hazardous Waste (HHW) Grant Program for education and reduction of household hazardous materials. The Michigan Department of Environmental Quality (MDEQ) will provide matching grants to county governments, local health departments, municipalities, and regional planning agencies to fund HHW reduction efforts. The goal of the HHW Grant Program is to conduct local collection events and educate citizens regarding the hazards of household wastes. The HHW Grant Program seeks to bring local government, businesses, planning agencies, and residents together to create change through these pollution prevention (P2) activities.

The MDEQ is offering a total of \$50,000 in grants for continuing support of the Michigan HHW Collection Initiative. The grants are funded by an appropriation under the Clean Michigan Initiative (CMI) and pursuant to the MDEQ's authority under Part 145, Waste Reduction Assistance, of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended. Funding for the grants is being made available by appropriations under the CMI, which was created under Section 6(1) of Part 196, Clean Michigan Initiative Implementation of the NREPA, with a \$675 million general obligation bond approved by the voters on November 3, 1998.

Funding will be available for one application cycle: February 15, 2007 through March 30, 2007. The goal is to provide funding to Michigan communities capable of providing HHW collection programs to under-served populations in Michigan. Under-served populations are those that have minimum (one or two collection days per year) or no access to HHW collection programs, due to lack of an adequate program or inability of the program to reach the targeted population. The maximum dollar amount requested should be based upon what is needed to carry out the identified tasks. A 25 percent local match is required to receive funding (Total project cost 100% = grant 75% + match 25%)

Michigan households currently generate an average of 21.5 pounds of HHW annually. In 2005 (U.S. census estimate), Michigan's population was a little over 10 million people. Averaging three people per household, the result is the potential of 71,700,000 pounds of unregulated hazardous waste being disposed of in landfills, incinerators, or wastewater treatment facilities each year. On occasion, HHW finds its way into the environment, negatively impacting the waters of the state, the air, wildlife, and human health and safety.

The HHW collection program is one method of reducing the impact of potential mishandling of this waste on human health and the environment. These programs offer opportunities for residents to ensure safer management of potentially harmful wastes. Many of Michigan's citizens located in rural counties, approximately 500,000 people, do not have access to HHW collection programs. The HHW Grant Program will help provide programs to this population.

Funding Sources

The MDEQ has received a \$50,000 appropriation to award competitive grants for HHW.

Funding Availability

A total of \$50,000 in funding is available. The match requirement, of at least 25 percent, has been established by law. Organizations receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions. Indirect costs may be calculated by using your agencies indirect rate, up to 20 percent of staff salary and fringes (see page 12 for indirect

cost definition). The maximum dollar amount requested should be based upon what is needed to carry out the identified tasks and products. Total grant fund requests must be no larger than \$25,000. Project contracts will be for a one year period and will be on a cost-reimbursement basis. Requests for funding will be accepted from **February 15, 2007 – March 30, 2007.**

Note: Not more than \$25,000 may be granted to a single recipient.

Critical Grant Proposal Components

1. Applicants include county governments, local health departments, municipalities, and regional planning agencies; however, subcontractors can be private for-profit or not-for-profit organizations.
2. Organizations receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions.
3. Total grant fund request must be no larger than \$25,000.
4. The applicant must expend grant funding within one year of the effective date of the grant agreement and complete all tasks within the term of the contract.
5. The project must contain a critical evaluation and measurement component, including how “success” is defined and how it will be determined.
6. The project must demonstrate quantifiable evidence of actual waste reduced or behavioral changes that result in increased participation in waste reduction activities.

FOR PURPOSES OF THIS GRANT, THE FOLLOWING DEFINITIONS WILL BE USED:

Household Hazardous Waste. Household hazardous wastes are leftover, unwanted, or unusable household products that contain hazardous ingredients. A household product is considered hazardous if it is toxic (poisonous), flammable, corrosive (causes burns), or chemically reactive.

Household Hazardous Waste Collection Program. A program that collects HHW to ensure the proper storage, treatment, and disposal of hazardous household products in an environmentally safe manner that includes reuse, recycling, and accepted methods of treatment according to its hazardous characteristics.

Minimum Requirements for a Successful Proposal

1. Applicant must be a Michigan local unit of government or non-profit organization.
2. A commitment to sustainable HHW operations (long term program growth).
3. There is a match to state funding by at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions.
4. The project will expend grant funding within one year of the effective date of the grant.
5. The project addresses the goal of the Michigan HHW Collection Initiative to provide funding to Michigan communities capable of providing HHW collection programs to under-served populations in Michigan.
6. The project includes an evaluation and measurement component, including how "success" is defined and how it will be determined.
7. The applicant has the ability to enter a contract with the MDEQ.
8. The proposal includes a commitment to meet the following reporting components:
 - (a) Quantities (in pounds or gallons) and types of materials collected;
 - (b) Disposal company reports; and
 - (c) Information about where materials are disposed.

Selection Criteria by Which a Proposal Will Be Evaluated

1. Need to improve the current level of service provided to the targeted population as measured by percent increase in service or extended service to under-served areas.
2. Regional coverage of the proposal, i.e., number of communities involved in the partnership.
3. Number and qualifications of partners to sustain collections beyond the one year grant award.
4. Number of households in the service area.
5. Site plan for collection activities that considers traffic flow, safety of operation, safe handling, storage, and disposal/recycling of materials.
6. Promotional component for the collection event.
7. Educational programs, i.e., building awareness of household toxics, reduction opportunities, and preferred disposal/recycling practices.
8. Environmental protection aspects and other benefits to the community provided by the proposal.
9. The applicant has the technical ability and capacity to complete the project.
10. The project is cost-effective/efficient. Funds allocated for specific activities are reasonable according to levels of funding used by operating programs in Michigan.
11. Proposal contains adequate safety and environmental protection components.
12. Sub-contractors have the technical ability and capacity to complete identified tasks.
13. OTHER SUGGESTED MEASURES:
 - (a) Percent of community participation (current statistics suggest 3-5 percent of the population in a community participating in these events);
 - (b) Number of collection days per year;
 - (c) Volunteer hours; and
 - (d) Co-sponsors.

Eligible Activities

The program's goal is to fund collection and educational activities. (Working in cooperation with similar but not duplicative programs, such as the Michigan Department of Agriculture, Clean Sweep Program is encouraged.) Activities may include:

1. Establishing a permanent HHW collection site. (A permanent collection site would include new property, buildings, site development, utilities, improvements, upgrades, etc.)
2. Establishing mobile collection programs. (Mobile collection programs could be contracted or equipment purchased to provide such programs.)
3. Handling, storage, and disposal costs.
4. Operation (staffing, processing, etc.) costs.
5. Operator training.
6. Equipment and supplies, expendable and non-expendable (safety supplies, communication equipment, and water supplies). All equipment must be exclusive to the HHW Collection program. Justification may be required for certain items.
7. Using existing permanent collection sites as storage hubs to expand mobile collections.
8. Collection event or start-up promotional costs.
9. Education and outreach activities with measurable results.
10. Other activities that accomplish goals of the Initiative.

Ineligible Activities

1. Administrative costs that could include:
 - (a) Insurance;
 - (b) Administrative staff;
 - (c) Capital investments that are not exclusive to the HHW collection program; and
 - (d) Others deemed inappropriate by the MDEQ contract management standards.
2. Maintenance of existing HHW programs (see Non-Duplicative Programs next page).
3. Projects that are a part of a community's regulatory responsibility.
4. Other activities deemed inappropriate under contract management standards.

Activities Eligible as a Match for this Grant Program

Match contributions may include dollars, in-kind goods and services, and/or third party contributions. Some examples are:

1. Direct staff support for providing HHW collection services.
2. New property upon which a permanent site will be located, including improvements and upgrades.
3. Buildings and equipment dedicated to the HHW operation.
4. Dollar contributions.
5. Activities eligible for grant funding.
6. Other activities deemed appropriate by the MDEQ contract management standards.

Contact

Mr. Jeff Spencer, HHW Grants Coordinator
Pollution Prevention and Compliance Assistance Section
Telephone: 517-241-5719
E-mail: spencejl@michigan.gov

Requests for funding will be accepted from **February 15, 2007 – March 30, 2007.**

Eligibility

County governments, local health departments, municipalities, and regional planning agencies are eligible to receive funding.

Not eligible: Michigan colleges and universities, for-profit organizations, and incorporated non-profit institutions are not eligible to receive funding; however, they may be subcontractors.

Project Clarification/Revisions

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetable, and grant amounts. The MDEQ reserves the right to award grants for amounts other than those requested and/or request changes to, or clarification of, the proposed work plan.

Non-Duplicative Programs

The Michigan HHW Grant Program cannot be used to replace existing federal, state, or local financial commitments.

Acceptance of Proposal Content

Successful applicants will be required to enter into a project contract with the MDEQ within 75 days of the grant award. A project contract consists of standard "boilerplate" language; the applicant's work plan, timetable, and budget information.

Successful applicants will be required to review the grant award contract with the MDEQ staff prior to final contract acceptance.

Appendix A (pages 18 and 19), outlines some of these contractual requirements. Failure of a successful applicant to accept these obligations may result in withdrawal or cancellation of the grant. The MDEQ reserves the right to offer partial funding for any grant proposal.

Confidentiality

All information and materials regarding this grant are subject to the Freedom of Information Act (FOIA).

Proposal Deadline

Household Hazardous Waste Grant proposals for HHW related activities must be received **no later than 4:00 p.m., March 30, 2007**, at the address listed below. Facsimiles (faxes) and electronic submissions will not be accepted. In keeping with P2, it is preferred that proposals are submitted on recycled content paper and printed on both sides.

Judging Applications

A panel composed of state government staff will review the applications. Final decisions will be made by the MDEQ.

Where The Grant Application Should Be Sent:

Attention: Mr. Jeff Spencer
HHW Grants Coordinator
Pollution Prevention and Compliance Assistance Section

Mail to:

Michigan Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Deliver to:

Michigan Department of Environmental Quality
Environmental Science and Services Division
525 West Allegan, Constitution Hall, 1-North
Lansing, Michigan 48933

Instructions for Grant Proposal Cover Sheet

Contents

Your proposal should consist of the following:

- Proposal cover sheet – Page 1;
- Project description;
- Work plan, timetable, budget;
- System of measuring results; and
- Correct number of copies.

Directions for each portion are included in this RFP. Follow all directions. **Use the checklist on page 17 to make sure you have a complete proposal.**

Instructions for Grant Proposal Cover Sheet – Page 1

The Grant Proposal Cover Sheet following this section (Form EQP 3496, page 8) is to be filled out by the applicant. The form is the first page (Page 1) of the entire proposal package. Other portions of the proposal will be developed by the applicant and attached to Page 1.

The *Project Name* is the name of the project.

The *Project Location* is the primary county the project is in. This is to help us distinguish similarly named projects. Fill in only one county.

The *State Senator and House of Representative District Number* where the project is primarily located. If you are awarded a grant, the Senator and Representative for your project location will be notified. Fill in a district number for both your Senator and Representative.

The *Applicant* is the group, agency, or local unit of government applying for funding. Fill in the organization's federal I.D., fax, and telephone number.

The *Contact Person* is the person in that organization that can be contacted by the MDEQ staff for any needed additional information. Also include the *contact's e-mail* address, if available.

Under *Organization Address*, be sure to include the street name and number on the first line, and the city and zip code on the second line.

Start Date of Project and *End Date of Project*. The start date should approximately correspond with the date funding will be available. The end date should be based on, what is needed for the project; the maximum project length is one year.

Grant Amount Requested is the amount of funding you are seeking.

Local Match is the amount of local funding committed to the project.

The *Project Total* should equal the Grant Amount Requested + the Local Match (local match must be at least 25 percent of the total project cost). Not more than \$25,000 may be granted in any fiscal year to a single recipient.

The *Person with Grant Acceptance Authority* is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be someone else in the organization (such as, a chief, executive, or board member). The person with grant acceptance authority also needs to sign the MDEQ Grant Proposal Cover Sheet, as indicated.



**Michigan Department of Environmental Quality
Grant Proposal Cover Sheet**

(Authorized by 1996 PA 384)

(Completion of this form is required in order to receive grant consideration)

Project Name: _____

Project Location (Primary County): _____

State Senate District Number for Project Location: _____

State House of Representatives District Number for Project Location: _____

Applicant (Organization Name): _____

Organization's Federal Identification #: _____ - _____

Organization Telephone #: _____ - _____ - _____ Organization Fax #: _____ - _____ - _____

Contact Person: _____

Contact's E-Mail (if available): _____

Organization Address (street # and name): _____

(City, Zip code): _____

Start Date of Project: ____/____/____ End Date of Project: ____/____/____
day / month / year day / month / year

Grant Amount Requested: \$ _____.00 + Local Match*: \$ _____.00 =

Project Total: \$ _____.00 (whole dollar amounts only)

Person with Grant Acceptance Authority: _____

Signature: _____ Date: _____

* Applicants receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions.

This is Page 1 of your proposal

Instructions for Grant Proposal

A. Project Description

In no more than four pages, please provide the following information in this order, using these headings. Consider each bulleted statement as it applies to your project. Use 11- or 12-point font on 8½" x 11" paper. Number the pages and attach to Page 1, the Proposal Cover Sheet. The use of two sided printing and recycled paper is recommended.

1. Statement of Environmental Concerns/Issues

This should include the current environmental conditions (if known) and the needs/problems to be addressed with this grant.

2. Project Goals and Objectives

- Describe the project's waste reduction goals (what you hope to achieve) and objectives.
- Describe how the activities planned are appropriate to accomplish the goals and objectives. Include an explanation as to why a particular approach was chosen (cost effectiveness, likelihood of success, participating organizations' assets or constraints, or other factors).
- Describe how the project will result in both immediate and long-term benefits to the environment and/or natural resources. Include a discussion on the likelihood of program success. Describe how the proposed activities are consistent with the RFP objectives.

3. Organization Information

- Briefly state the organization's mission and goals.
- Describe relevant programs, activities, and accomplishments.
- Describe the qualifications of key staff and volunteers that will ensure the success of the project. Describe any training requested.

4. Partners

- Describe the other partners in the project, their roles and commitments.
- Describe any other sources of funding not listed on Page 1 of the proposal or on the budget, and include other grants you have received that relate to this proposal.

5. Project Sustainability

- Describe how the project will be sustained after the grant commitment is satisfied.

6. Evaluation

- Describe how an evaluation of the project will be done, including how success will be defined and measured. Describe how you will measure and track the waste reductions and/or behavioral changes resulting from this project.
- Describe how evaluation results will be used and disseminated, and any products that will result from the project and be submitted to the MDEQ for approval.
- Describe the active involvement of partners in evaluating the program.

B. Work Plan and Timetable

Work Plan

Maximum three pages. Use 11- or 12-point font on 8½" x 11" paper.

- The plan should be presented by task (with sub-tasks as necessary), with an estimated percentage of time given to each task. The estimated percentage of time for all tasks should equal 100 percent.

- Include any products and deliverables.
- Include who will be responsible for carrying out each task.
- Number all pages of the work plan and attach to the Project Description.

Timetable

Maximum two pages.

- Include a timetable of activities, showing when each task will be completed. This should be presented in a grid/table and cover all months or quarters of the project. If by quarter, include in the timetable for the months included in each quarter, i.e., Quarter 1: October, November, and December.
- Number the page(s), and attach them to the work plan.

C. Budget Information (Please see Grant Proposal Budget Information Instructions below)

General Information

Maximum two pages. Fill out the two-page Grant Proposal Budget Information form included in this RFP packet (pages 14 and 15) using the directions below:

- Round off to the nearest dollar.
- ***Make sure your totals are calculated correctly!***
- The Grand Total Grant Funds Requested + Grand Total Local Match = Project Total. These values should correspond with the Grant Amount Requested + Local Match = Project Total on Page 1 of your proposal.
- Under each Budget Category (column A), write or type in the activities that will be charged against the grant or counted as local match (see Local Match below.) Include enough detail that the MDEQ, Environmental Science and Services Division (ESSD) Project Administrator knows who or what will be charged. For example, under Staffing Cost, each employee of the grant recipient charging time to the grant or counting time as match should be listed by name and title, followed by the projected number of hours they will be working on the project, and their hourly rate.
- Provide the same level of detail for all other budget categories, whether it is to be charged against the grant or counted as match.

Use the format below, filling in the form across the columns by category. Start in column A and address Staffing Costs across all columns.

Note Column C, Local Match. Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. At least a 25 percent local match is required to receive funding (cash and/or in-kind services can qualify for local match). This is a match to the total funding, not a line-by-line match for each activity.

- In column C of the Budget Sheet, include local match amounts for each budget category (staffing costs, fringe benefits, etc.).
- Federal and state funds cannot be used as matching funds.
- Whatever match you include in your application will become part of your contractual obligation, if your project is selected for full funding. Be sure your match commitment is realistic.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date specified in a contract signed by both parties.
- Note that the auditing requirements in Appendix A require grantees to document match earned by providing letters from matching agencies, verifying the work completed, and the value of that work. Again, make sure your match commitment is realistic.

Grant Proposal Budget Form Instructions

Please see the Budget Form on pages 14 and 15 of this document when completing the information below (numbering and lettering listed below corresponds to numbering and lettering on the Budget Form).

1. Staffing Cost

- In column A, list each staff person by name and title (project manager, senior analyst, clerical, etc.), the estimated number of hours each person will work on the project, and his/her hourly rate. Place the costs for each staff person (number of hours times hourly rate) in columns B and C.
- Each staff person listed under Staffing Cost should also be included in the Work Plan.
- Staffing costs for staff in agencies other than the grant recipient should be budgeted under Contractual.
- Add subtotals.

2. Fringe Benefits

Fringe benefits can include insurance; FICA; federal, state, and local taxes; vacation and sick time; and workers' compensation.

- Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, not to exceed 40 percent.
- In column A, list each staff person and their fringe rate. Put the dollar amount corresponding with each staff person in columns B and C.
- The MDEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- Add subtotals.

3. Contractual Services

Contractual costs are services or materials provided by a contractor or agencies other than the grant recipient. Any services that are not provided by the grant recipient should be listed here, including engineering services. If any part of the work in the grant is to be subcontracted, responses to this RFP must include a description of all work to be subcontracted. The description should include a work plan, time table, and budget for all work subcontracted. The state of Michigan reserves the right to approve all subcontractors for this project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.

- In column A, list all contractual services. Put estimated amounts in columns B and C.
- All contractual services included here should also be included in the work plan.
- Subtotal contractual costs.

4. Project Equipment, Supplies, and Materials (Purchased by Grantee)

4a. Project Equipment

- Equipment is defined as an article of non-expendable, tangible personal property having a useful life of more than one year.
- Grant funds can be used to purchase equipment. Equipment costs greater than \$10,000 will require the grantee to enter into a five-year commitment with the MDEQ to continue operation of the equipment for HHW for five years after the ending date of the grant agreement.
- Itemize equipment on the Budget Form and explain any cost that may appear out of the ordinary.

4b. Project Supplies and Materials

- For supplies and materials, specify the type of supplies and materials charged against the grant in column A. Itemize printing, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
- Place corresponding costs of supplies and materials in columns B and C.
- Subtotal equipment, supplies, and materials.

5. Travel Costs (For Grantee)

- Show mileage separate from lodging and meals in column A.
- Mileage costs should be shown in columns B and C as number of miles times mileage rate (\$.328 per mile is the highest allowable rate).
- Under "Other" on the Budget Form include travel, other than mileage, to conferences and anticipated hotel/motel costs as separate line items. Conference and other training fees should also be included here.
- Subtotal your travel costs.

6. Total Direct Costs

Total direct costs would be the sum of all grant funds requested and all local match funds identified.

7. Total Indirect Costs

Indirect costs have been referred to as the cost of doing business. Typical indirect costs are associated with, but not limited to: office space, telephones, office equipment rental and usage, utilities, and general office supplies.

- Most agencies have set an indirect rate based on an analysis of reasonable overhead costs. Use your agency's indirect rate, up to 20 percent of staff salary and fringe benefits.
- In column A, indicate the percentage rate at which indirect costs are being calculated and the resulting indirect costs.
- Add indirect costs in columns B and C.
- Subtotal indirect costs in column D.

8. Grand Total

Add the subtotals for each budget category.

Note: The totals at the bottom of the Budget Sheet should be the same as those on Page 1 of your proposal.

Sources of Match

Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. Local match is required of all applications. Labor, in-kind services, and materials can count as match.

1. Whatever match you include in your application will become part of your contractual obligation, if your project is selected for full funding. Be sure your match commitment is realistic.
2. Match activities will be held to the same standards as grant-funded activities.
3. Match cannot be earned until the starting date of a contract signed by both parties.
4. Note that the auditing requirements in Appendix A require grantees to document match earned by providing letters from matching agencies, verifying the work completed, and the value of that work. Again, make sure your match commitment is realistic.

At the bottom of the second page of the budget sheet (page 15), indicate the source(s) of local match and the corresponding dollar value committed by the applicant or other local sources. Organizations receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions. Not more than \$25,000 may be granted in any fiscal year to a single recipient; however, local match expenditures can bring total grant expenditures over the \$25,000 limit (state grant, \$25,000 + local match, \$8,000 = \$33,000).



Michigan Department of Environmental Quality
Environmental Science and Services Division

GRANT PROPOSAL BUDGET INFORMATION

(Authorized by 1996 PA 384)

(Completion of this form is required in order to receive grant consideration)

Applicant's Name _____

Project Name _____ Period Covered _____

Column A	Column B	Column C	Column D
BUDGET CATEGORIES	GRANT FUNDS	LOCAL MATCH	CATEGORY TOTAL
1. STAFFING COST: (# hours x rate of pay)			
Subtotal:			
2. FRINGE BENEFITS: (____%)			
Subtotal:			
3. CONTRACTUAL SERVICES:			
Subtotal:			

(1 of 2)

Column A	Column B	Column C	Column D
BUDGET CATEGORIES	GRANT FUNDS	LOCAL MATCH	CATEGORY TOTAL
4. PROJECT SUPPLIES AND EQUIPMENT:			
4a. Project Equipment (itemize):			
4b. Project Supplies and Materials (itemize):			
Subtotal:			
5. TRAVEL:			
Mileage x mileage rate:			
Lodging:			
Meals:			
Other:			
Subtotal:			
6. TOTAL DIRECT COSTS:			
7. TOTAL INDIRECT COSTS: (Not to exceed 20% of salary and fringe)			
8. GRAND TOTAL: (add lines 6 and 7)			

Grand Total Grant Funds Requested + Grand Total Local Match = Project Total

SOURCES OF MATCH:

DOLLAR VALUE COMMITTED:

(2 of 2)

Instructions for Grant Proposal Attachments

The following attachments are to be submitted for this grant proposal:

1. **Audit** – All applicants must include with their proposal a letter from a certified public accountant documenting that the organization has undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has in place a financial accounting system that operates in accordance with accepted accounting principles.
2. **Letters of Commitment** – These are letters from partners in the project committing a specific amount of time, money, activities, or other specified resources for the project. General letters of support (those not showing time, money, or specific resource commitment) will not be considered.

Checklist for a Complete Proposal

Number all pages of your proposal. **Submit FIVE copies of all portions of your proposal.**

The entire proposal package should not be more than 12 pages, plus specified attachments:

- _____ One-page Proposal Cover Form
- _____ Maximum four-page Project Description
- _____ Maximum three-page Work Plan
- _____ One or two-page Timetable
- _____ Two-page Grant Proposal Budget Form

Attachments:

- _____ One-page audit letter
- _____ Letters of commitment

*All other information, including binders, extraneous reports, and general letters of support will not be considered, reviewed, or returned. **All submitted materials are subject to FOIA requests.***

Be sure your grant proposal is received no later than 4:00 p.m., March 30, 2007, at the address listed below:

Attention: Mr. Jeff Spencer, Program Manager
HHW Grants Program
Pollution Prevention and Compliance Assistance Section

Mail to:

Michigan Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Deliver to:

Michigan Department of Environmental Quality
Environmental Science and Services Division
525 West Allegan, Constitution Hall, 1-North
Lansing, Michigan 48933

Appendix A

Terms and Conditions of Grant Award

Responsibilities of Grant Recipients

- Successful applicants will be required to enter into a project contract with the MDEQ within 75 days of the grant award.
- Grant recipients will be required to carry out all obligations contained in the project contract with the MDEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable, and budget information.
- The MDEQ, ESSD also reserves the right to review and approve all products developed and paid for by grants or used for local match. All such products become the property of the state of Michigan.
- Grant recipients will be responsible for meeting the match amount committed in the project contract.
- Additional requirements, relevant to an individual project, may be specified in the project contract.
- Project Manager and Grant Manager are required to attend a grant administration meeting to discuss contract and reporting requirements.

Subcontracts

- The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The state reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
- The grant recipient will be required to assume responsibility for all contractual activities included in their work plan, whether or not they perform them. Further, the state will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.
- Any substitutions or additions to the subcontractors will be subject to the prior written approval of the state.

Audit Requirements

All projects will be subject to a post-project audit. The MDEQ, Office of Internal Audit will conduct an audit of all the ESSD Administration Section files, and may conduct an audit of a grant recipient’s financial files before releasing final payment to the grantee. Therefore, grantees will be expected to maintain records and make available to the MDEQ all records pertaining to the grant. Grantees will be required to submit detailed information in their project status reports.

Reporting

- All grant recipients must submit Quarterly Status Reports to the MDEQ, following each quarter of the grant period. A quarterly status report consists of: 1) a Narrative Status Report, detailing the status of each task; 2) a Financial Status Report documenting expenditures for that quarter; and 3) documentation supporting expenditures for the quarter. Any products developed during the quarter are to be submitted with the Quarterly Status Report. Copies of all products and Quarterly Status Reports shall be submitted to and approved by the MDEQ, before payment will be made. Submit copies as follows:
- Send original Quarterly Status Report to the MDEQ, ESSD, Lansing Office.

The MDEQ, ESSD reserves the right to request annual progress reports of any grant recipient.

Final project reports are approved by the ESSD before final grant payment will be made. Final reports should detail what was attempted in the project, what worked, what didn't, and any lessons learned. Final reports should also include final copies of all grant "products." In keeping with P2, it is preferred that reports are submitted on recycled content paper and printed on both sides. Draft final reports are due to the ESSD 45 days prior to the grant contract end date.

Incurring Costs

The state of Michigan is not liable for any cost incurred by the grant recipient or any subcontractor prior to the signing of a project contract. The effective start date of the grant project is the contract signing date. Liability of the state is limited solely to the terms and conditions of this request and any resulting grant. The state fiscal year is October 1, through September 30. Grants awarded in any given fiscal year are contingent upon enactment of both federal and state legislative appropriations.

Conflict of Interest

No member of the legislature, judicial, or executive branch of state government; or any local unit of government shall benefit from this agreement. No member or delegate to congress, or resident of commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise there from.

Cancellation

The state of Michigan may immediately cancel an Agreement without further liability if the Grantee, any agent of the Grantee, or any agent of any sub-agreement is: convicted of a criminal offense incident to the application for, or performance of a state, public, private contract, or subcontract; convicted of a criminal offense, including but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for state of Michigan employee; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the state, reflects on the Grantee's business integrity.